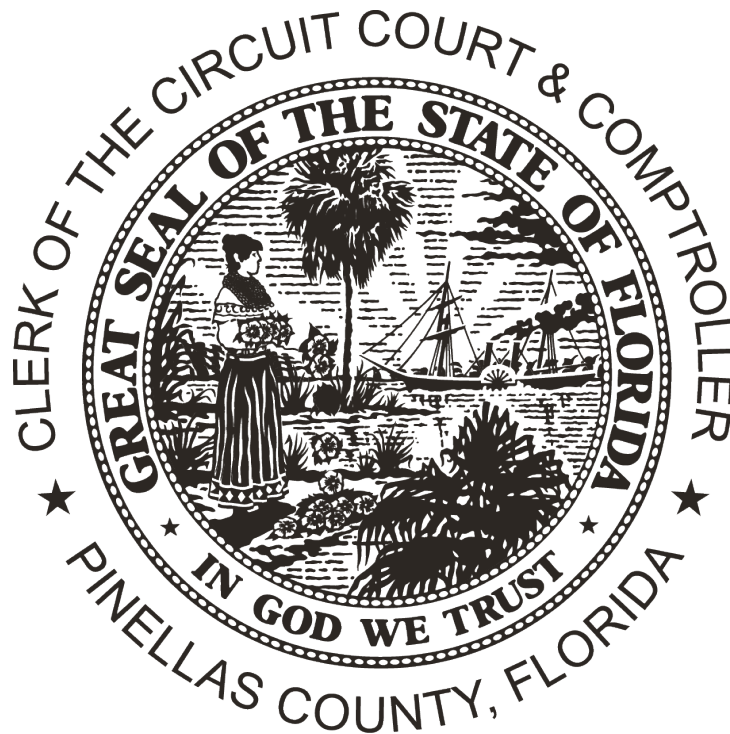


KEN BURKE, C.P.A.
CLERK OF THE CIRCUIT COURT AND COMPTROLLER
PINELLAS COUNTY, FLORIDA
www.mypinellasclerk.org



PACKAGE FEE: \$4.50

**RESIDENTIAL TENANT EVICTION
NON-PAYMENT OF RENT
(POSSESSION ONLY)**

Please contact the Clerk's Office at (727) 464-7000 or visit us online at
www.mypinellasclerk.org for additional information.

COMPLAINT FOR EVICTION -OR- COMPLAINT FOR EVICTION AND DAMAGES

*** Important Information ***

Notice: Information or forms provided by the Clerk of the Circuit Court should be considered as basic information only and may not be applicable to every situation. The information is not intended to be used as legal advice. Specific guidance concerning filing a lawsuit, answering a lawsuit or questions about your particular situation should be directed to a qualified attorney.

A tenant eviction is the legal procedure a landlord must follow to have a tenant removed from the landlord's property.

FILING FEES:

Tenant Eviction (Possession Only)	\$185.00
Tenant Eviction and Damages under \$2,500.00	\$185.00
Tenant Eviction and Damages of \$2,501.00 – \$15,000.00	\$300.00
Tenant Eviction and Damages over \$15,001.00	\$400.00
Summons Issuance Fee	\$10.00 Per Summons

IN ADDITION TO THE FILING FEE AND SUMMONS ISSUANCE FEE, you must contact a private process server, or persons allowed to do service in the county where the service to be done, to obtain their service fees. You can get a list of local process servers from the Sheriff by accessing a link through the Clerk's website at www.mypinellasclerk.org (look for Process Servers under Find a Service)

- If service is outside of Pinellas County, you must contact the Sheriff of that county to obtain applicable service fees.

When should this packet be used?

- Residential Tenant Eviction (Possession Only) is used to obtain possession of the property for non-payment of rent.
- The tenant did not pay the rent based on an oral or written lease agreement on a residential property.

Example – You are the owner and/or landlord and you have a rental agreement with a tenant. The tenant is not paying the rent. You want them evicted.

Before a lawsuit is filed, you must deliver the Notice from Landlord to Tenant – Termination for Failure to Pay Rent **[Form #1]**

Review the Filing Checklist and Quick Reference Guide prior to completing any forms.

Refer to chapters 45 through 57 and chapter 83 of the Florida Statutes for information regarding filing a tenant eviction case.

- Copies of these statutes are available at the law library located at the Clearwater Courthouse, at your public library or online through the Florida Legislature website at <http://www.leg.state.fl.us/Statutes>

Do Not Sign any documents that require a notary or deputy clerk signature until you are in front of the notary or deputy clerk.

Retain Copies of all forms filed for your records.

Documents Must Be Legible, type written or legibly handwritten in black or blue ink.

It Is Important that the names and addresses are the same on all documents.

A Delay Can Occur as a result of any errors on your paperwork or if the proper fees are not submitted.

Do Not Accept Any Rent after initiating the eviction process or your case may be dismissed per Florida Statute 83.56(5).



KEN BURKE, CPA

CLERK OF THE CIRCUIT COURT
& COMPTROLLER
PINELLAS COUNTY, FLORIDA

SELF HELP CENTER

The Self Help Centers are the result of a collaborative effort between the Clerk's Office, the Sixth Judicial Circuit, the Community Law Program and the Clearwater Bar Association.

The purpose of the Clerk's Legal Self Help Centers is to assist citizens representing themselves in court (sometimes referred to as pro se persons) who do NOT have a private attorney. Citizens who represent themselves in court and do not already have a private attorney representing them, can now get affordable legal assistance.

OUR SERVICES INCLUDE:

- Schedule an appointment to consult with an attorney for a minimum of \$15.00*
(Attorneys may assist with Family Law, Small Claims and Landlord/Tenant matters ONLY.)
- Purchase forms and packets for the civil court actions listed above
- Have documents notarized
- Make copies

Open Monday through Friday from 8:30 a.m. until 4:30 p.m.:

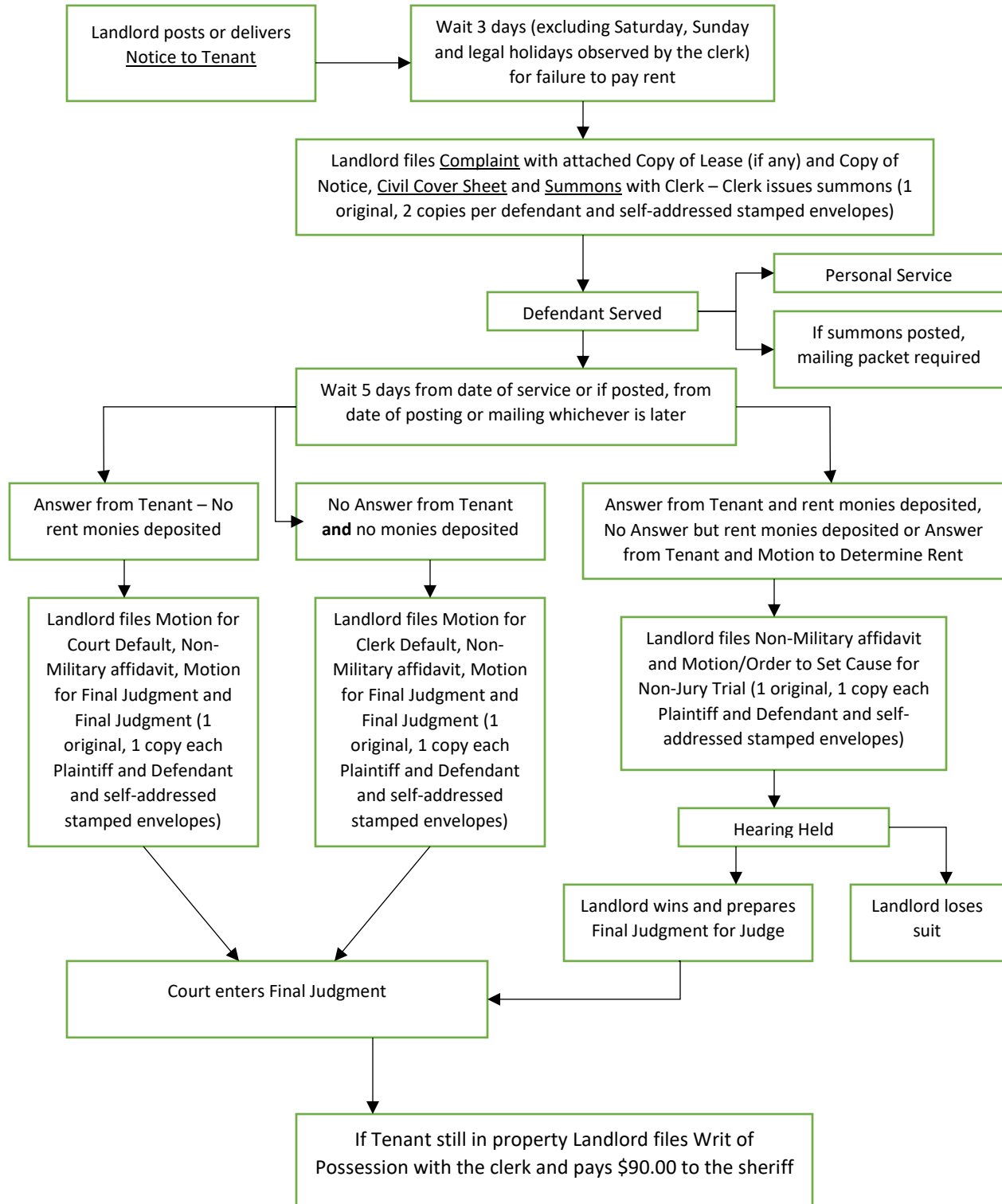
- **The Clearwater Self Help Center**
The New Courthouse
315 Court Street
Clearwater, FL 33756
Phone: (727) 464-5150
Fax: (727) 453-3423
 - Appointments may be scheduled for Wednesday, Thursday and/or Friday.
 - A Spanish interpreter provided by the Hispanic Outreach Center is available by appointment at the Clearwater location
- **The St. Petersburg Self Help Center**
The St. Petersburg Judicial Building
545 First Avenue North, Room 103
St Petersburg, FL 33701
Phone: (727) 582-7941
Fax: (727) 582-7945
 - Appointments may be scheduled for Monday, Wednesday, and/or Friday.
- **The North County Branch Self Help Center**
29582 U.S. 19 North
Clearwater, FL 33761
Phone: (727) 464-5150
Fax: (727) 453-3423
 - Attorney appointments may be scheduled for Tuesday **only** at this office.

Self Help Center Now Offering Online Scheduling of attorney consultation appointments for pro se litigants that do not already have an attorney. To schedule an appointment online using a credit card, please visit www.mypinellasclerk.org and click on the SELF HELP CENTER link in the top menu.

*Attorney appointments may only be scheduled for a minimum of 15 minutes to a maximum of one hour. All appointments must be scheduled in 15-minute increments, i.e., 15, 30, 45 or 60 minutes at a rate of \$1 (one dollar) per minute, therefore payments will be \$15, \$30, \$45 or \$60 accordingly.

Attorney consultation fees must be paid when the appointment time is scheduled. Payments must be by cash, check, money order or credit card. Refunds will not be issued for missed appointments.

DELINQUENT TENANT FLOWCHART – COUNT 1 POSSESSION ONLY



FILING CHECKLIST

RESIDENTIAL EVICTION FOR NON-PAYMENT OF RENT

(POSSESSION ONLY)

STEP ONE – FILE CASE WITH CLERK

To file an Eviction case, you may file the following forms along with the filing fee and any service fees, if applicable, with the Clerk's office.

- _____ Complaint for Eviction with attached copy of the written lease agreement, if any, and Notice to Pay Rent
- _____ Civil Cover Sheet
- _____ Authorization of Property Manager – Only provide if you are a property manager filing a complaint on behalf of a landlord
- _____ Summons on Claim for Possession of Residential Premises – Must include Spanish and French translations
(1) Original and (1) copy for each Defendant to be served*

**If you anticipate posting, per Florida Statute 48.183, the landlord must provide an additional copy of the complaint, summons and a pre-addressed stamped envelope for mailing to each Defendant*

STEP TWO – OBTAIN JUDGMENT

5 days (excluding weekends and legal holidays) after service on the Defendant(s) and the defendant(s):

DID NOT respond OR deposit money into the registry of the court, you may file the following forms:

- _____ Nonmilitary Affidavit – Must be submitted per Local Rule 5(D) in order to obtain a Clerk's Default
- _____ Motion for Clerk's Default – Residential Eviction
- _____ Motion for Default Final Judgment – Residential Eviction
- _____ Final Judgment – Residential Eviction – (1) Original and (1) copy for each Plaintiff and Defendant along with pre-addressed stamped envelopes for each party

OR

DID respond, but DID NOT deposit any money into the registry of the court, you may file the following forms:

- _____ Motion for Court's Default – Residential Eviction

- _____ Motion for Default Final Judgment – Residential Eviction
- _____ Final Judgment – Residential Eviction – (1) Original and (1) copy for each Plaintiff and Defendant along with a pre-addressed stamped envelopes for each party

OR

DID respond AND deposited money into the registry of the court OR DID respond AND filed a Motion to Determine Amount of Rent, you may file the following forms:

- _____ Motion/Order to Set Cause for Non-Jury Trial – Final Judgment – (1) original and (1) copy for each Plaintiff and Defendant along with pre-addressed stamped envelopes for each party
- _____ Final Judgment – Residential Eviction – Bring the Final Judgment and (1) copy for each Plaintiff and Defendant to the hearing along with pre-addressed stamped envelopes for each party

Note – In some cases the Judge assigned to your case may require that you submit a Nonmilitary Affidavit prior to signing the Final Judgment.

If the Judge grants your complaint, a Final Judgment will be signed.

STEP THREE – OBTAIN WRIT OF POSSESSION

If the Defendant(s) refuse to leave the property after the Final Judgment has been signed, you may file a Writ of Possession and have it issued by the Clerk, allowing the Sheriff's Department to remove them from the property.

_____ Writ of Possession

Payment Options for Writ of Possession:

- \$90.00 Check or money order payable to the Pinellas County Sheriff's Office
 - Submitted to the Clerk along with the Writ of Possession
- \$90.00 Credit or Debit payment – PLC #8384 (\$3.00 service fee applies)
 - online at www.GovPayNow.com
 - by phone at 1-888-604-7888

Additional Forms, if applicable

- _____ Motion and Order to Disburse Funds from Registry of the Court
This form should only be used if any funds were deposited into the Registry of the Court and you would like to have it disbursed to you.

_____ Disclosure form Nonlawyer

This form should only be used if a nonlawyer assists you in completing any forms. The nonlawyer must complete the Disclosure form and both of you are to sign it prior to the nonlawyer assisting you with any forms.

_____ Notice of Voluntary Dismissals

If you decide not to proceed with your case prior to a judgment being entered, you should file a Notice of Voluntary Dismissal

_____ Notice from Landlord of Intent to Impose Claim on Security Deposit

Pursuant to F.S. 83.49(3)(a), you must return a tenant's security deposit to the tenant no more than 15 days after the tenant leaves the leased property. You may claim all or a portion of the security deposit only after giving the tenant written notice by certified mail to the tenant's last known mailing address of your intention to keep the deposit and the reason for keeping it. If the tenant does not object to the notice, you may keep the amount stated in the notice and must send the rest of the deposit to the tenant within 30 days after the date of the notice.

THIS DOES NOT CONSTITUTE LEGAL ADVICE. Civil court information and forms provided by the Pinellas County Clerk of the Circuit Court should be considered informational only, and may not be applicable in every situation. The information is not intended to be used as legal advice. Specific guidance as to how to proceed with filing or answering a lawsuit and questions about your particular situation should be directed to a qualified attorney.

Quick Reference Guide to Completing Tenant Eviction Forms Prior to Filing

Complaint for Residential Eviction:

- Fill in party names in the space provided (the plaintiff is the party initiating this action and the defendant is the party against whom the case is initiated)
- Read each line and fill in the appropriate responses
- Date and sign in the space provided and print or type your name, address and telephone number
- Attach the written agreement to pay rent, if any
- Attach the Notice from Landlord to Tenant – Termination for Failure to Pay Rent

All other forms:

- Fill in the names of the Plaintiff(s) and Defendant(s)
- Read each line and select and/or fill in the appropriate responses.
- Date and sign in the space provided and print or type your name, address and telephone number
 - If required, date and sign in the presence of a Notary Public or Deputy Clerk.

NOTICE FROM LANDLORD TO TENANT – TERMINATION FOR FAILURE TO PAY RENT

To:

Tenant's Name:

Address:

City, State, Zip:

From:

Date Delivered:

You are hereby notified that you are indebted to me in the sum of \$_____ for the rent
(insert amount owed by tenant)

and use of the premises located at _____,
(insert address of premises including county)

Florida, now occupied by you and that I demand payment of the rent or possession of the premises
within three days (excluding Saturday, Sunday and Legal Holidays) from the date of delivery of this
notice to-wit: on or before the _____ day of _____, 20_____.

(three days from delivery of notice – excludes date of delivery, Saturday, Sunday and legal holidays)

Signature

Name of Landlord/Property Manager (circle one)

Address (street address where Tenant can deliver rent)

City, State, Zip Code

Telephone Number

Hand Delivered on: _____

Posted on: _____

Approved for use under rule 10-2.1(a) of the Rules
Regulating The Florida Bar

The Florida Bar 2010

This form was completed with the assistance of:

Name: _____

Address: _____

City, State, Zip: _____

Telephone number: _____

**IN THE COUNTY OF THE SIXTH JUDICIAL CIRCUIT
IN AND FOR PINELLAS COUNTY, FLORIDA**

UCN: _____ Case No. _____

Plaintiff(s)

-VS-

Defendant(s)

COMPLAINT FOR EVICTION

Plaintiff _____, _____ sues

Defendant _____ and alleges:

1. This is an action to evict a tenant from real property in Pinellas, Florida
2. Plaintiff owns the following described real property in the county:

3. Defendant has possession of the property under an ☐ oral ☐ written agreement to pay rent of \$ _____ payable ☐ weekly ☐ monthly ☐ other _____.
A copy of the written agreement, if any, is attached as Exhibit "A".
4. Defendant failed to pay rent due _____.
5. Plaintiff served defendant with a notice on _____ to pay the rent or deliver possession, but defendant refuses to do either. A copy of the notice is attached as Exhibit "B".

WHEREFORE, plaintiff demands judgment for possession of the property against the defendant.

Signature: _____

Name [print]: _____

Address: _____

City, State, Zip Code: _____

Telephone: _____

CIRCUIT COURT, PINELLAS COUNTY, FLORIDA

CIVIL DIVISION

CIVIL COVER SHEET

FORM 1.997 The civil cover sheet and the information contained herein neither replace nor supplement the filing and service of pleadings or other papers as required by law. This form shall be filed by the plaintiff or petitioner for the use of the Clerk of Court for the purpose of reporting judicial workload data pursuant to Florida Statutes section 25.075. (See instructions for completion.)

I. CASE STYLE

Plaintiff _____

Case No.: _____

Vs.
Defendant _____

Section: _____

II. AMOUNT OF CLAIM: Please indicate the estimated amount of the claim rounded to the nearest dollar. **The estimated amount of the claim is requested for data collection and clerical processing purposes only. The amount of the claim shall not be used for any other purpose.**

_____ \$8,000 or less
_____ \$8,001 - \$30,000
_____ \$30,001 - \$50,000

_____ \$50,001 - \$75,000
_____ \$75,001 - \$100,000
_____ Over \$100,000

III. TYPE OF CASE (If the case fits more than one type of case, select the most definitive category.)
If the most descriptive label is a subcategory (is indented under a broader category), place an x in both the main category and subcategory boxes.

☐ Condominium

☐ Contracts and indebtedness

☐ Eviction/Delinquent Tenant

☐ Eminent domain

☐ Auto negligence

☐ Negligence—other

☐ Business governance

☐ Business torts

☐ Environmental/Toxic tort

☐ Third party indemnification

☐ Construction defect

☐ Mass tort

☐ Negligent security

☐ Nursing home negligence

☐ Premises liability—commercial

☐ Premises liability—residential

☐ Products liability

☐ Real property/Mortgage foreclosure

☐ Commercial foreclosure \$0 - \$50,000

☐ Commercial foreclosure \$50,001 - \$249,999

☐ Commercial foreclosure \$250,000 or more

☐ Homestead residential foreclosure \$0 - \$50,000

☐ Homestead residential foreclosure \$50,001 - \$249,999

☐ Homestead residential foreclosure \$250,000 or more

☐ Non-homestead residential foreclosure \$0 - \$50,000

☐ Non-homestead residential foreclosure \$50,001 - \$249,999

☐ Non-homestead residential foreclosure \$250,000 or more

☐ Other real property actions \$0 - \$50,000

☐ Other real property actions \$50,001 - \$249,999

☐ Other real property actions \$250,000 or more

☐ Professional malpractice

☐ Malpractice—business

☐ Malpractice—medical

☐ Malpractice—other professional

- ☐ County Civil
 - ☐ Civil
 - ☐ Real property/Mortgage foreclosure
 - ☐ Replevins
 - ☐ Evictions
 - ☐ Residential Evictions
 - ☐ Non-residential Evictions
 - ☐ Other Civil (non-monetary)

☐ monetary;

☐ nonmonetary declaratory or injunctive relief;

☐ punitive

(specify) _____

☐ yes
☐ no

☐ no

☐ yes If "yes," list all related cases by name, case number, and court.

☐ yes
☐ no

**IN THE COUNTY COURT OF THE SIXTH JUDICIAL CIRCUIT,
IN AND FOR PINELLAS COUNTY, FLORIDA**

PLAINTIFF(S)

_____/

VS.

DEFENDANT (S)

_____/

**AUTHORIZATION OF PROPERTY MANAGER
TO WHOM IT MAY CONCERN:**

_____ is being retained by
_____, Landlord, as Property
Manager for the residential property located at

_____.

The Property Manager is hereby authorized by the undersigned Landlord to act on their behalf regarding uncontested residential tenant evictions. This authorization must be limited to the completion, signing and filing of the pleadings necessary to evict a tenant for the nonpayment of rent.

I hereby swear or affirm under the penalty of perjury that the foregoing is true and accurate.

Signature of Landlord

Printed Name of Landlord

**IN THE COUNTY COURT OF THE SIXTH JUDICIAL CIRCUIT
IN AND FOR PINELLAS COUNTY, FLORIDA**

Case No. _____

Plaintiff(s)

v.

Defendant(s)

EVICTIION SUMMONS / RESIDENTIAL

FORM 1.923

TO: _____

DEFENDANT(S)

PLEASE READ CAREFULLY

You are being sued by **PLAINTIFF(S)** to require you to **MOVE OUT** of the place where you are living [PROPERTY ADDRESS: _____] for the reasons given in the attached complaint.

You are entitled to a trial to determine whether you can be required to move, but you **MUST** do **ALL** of the things listed below. You must do them within **5 DAYS** (not including Saturday, Sunday, or any legal holiday) after the date these papers were given to you or to a person who lives with you or were posted at your home.

THE THINGS YOU MUST DO ARE AS FOLLOWS:

(1) Write down the reason(s) why you think you should not be forced to move. The written reason(s) must be given to the **PINELLAS COUNTY CLERK OF THE CIRCUIT COURT, 315 Court Street, Room 170, Clearwater, Florida 33756.**

(2) Mail or give a copy of your written reason(s) to: Plaintiff or Plaintiff's Attorney whose name and address is:

(3) Pay to the **PINELLAS COUNTY CLERK OF THE CIRCUIT COURT** the amount of rent that the attached complaint claims to be due and any rent that becomes due until the lawsuit is over. If you believe that the amount claimed in the complaint is incorrect, you should file with the clerk of the court a motion to have the court determine the amount to be paid. If you file a motion, you must attach to the motion any documents supporting your position and mail or give a copy of the motion to the plaintiff/plaintiff's attorney. **Monies deposited into the registry of the court must be in the form of cash, cashier's check, or money order. A clerk's fee of 3% on the first \$500.00, and 1.5% on each subsequent \$100.00 must be paid in addition to the monies deposited.**

(4) If you file a motion to have the court determine the amount of rent to be paid to the clerk of the court, you must **IMMEDIATELY** contact the office of the judge to whom the case is assigned to schedule a hearing to decide what amount should be paid to the clerk of the court while the lawsuit is pending.

IF YOU DO NOT DO ALL OF THE THINGS SPECIFIED ABOVE WITHIN 5 WORKING DAYS AFTER THE DATE THAT THESE PAPERS WERE GIVEN TO YOU OR TO A PERSON WHO LIVES WITH YOU OR WERE POSTED AT YOUR HOME, YOU MAY BE EVICTED WITHOUT A HEARING OR FURTHER NOTICE

(5) If the attached complaint also contains a claim for money damages (such as unpaid rent), you must respond to that claim separately. You must write down the reasons why you believe that you do not owe the money claimed. The written reasons must be given to the clerk of the court at the address specified in paragraph (1) above, and you must mail or give a copy of your written reasons to the plaintiff/plaintiff's attorney at the address specified in paragraph (2) above. This must be done within **20 DAYS** after the date these papers were given to you or to a person who lives with you. This obligation is separate from the requirement of answering the claim for eviction within 5 working days after these papers were given to you or to a person who lives with you or were posted at your home.

If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact:

Pinellas County Office of Human Rights
400 S. Ft. Harrison Ave., Ste. 500
Clearwater, FL 33756
Phone: 727.464.4062 V/TDD
Or 711 for the hearing impaired

Contact should be initiated at least 7 days before your scheduled court appearance, or immediately upon receiving this notification if the time before the scheduled appearance is less than 7 days; if you are hearing or voice impaired, call 711.

THE STATE OF FLORIDA:

To Each Sheriff of the State:

YOU ARE COMMANDED to serve this **SUMMONS** and a copy of the **COMPLAINT** in this lawsuit on the above-named **DEFENDANT(S)**.

DATED on _____

KEN BURKE, CPA
Pinellas County Clerk of the Circuit Court
315 Court Street, Room 170
Clearwater, FL 33756
(727) 464-7000

BY: _____
As Deputy Clerk

If you cannot afford an attorney, you may be eligible for free legal assistance by contacting Bay Area Legal Aid line at (800) 625-2257; Community Law Program (south Pinellas County residents only) at (727) 582-7402; or Gulfcoast Legal Services at (727) 821-0726. If you do not qualify for free legal assistance or do not know an attorney, you may make an appointment to speak with an attorney for \$1.00 per minute in 15 minute increments at the Self Help Center online @ <https://www.mypinellasclerk.org/selfhelp> or by contacting (727) 464-5150 for north Pinellas County residents or (727) 582-7941 for south Pinellas County residents. You may also contact the Clearwater Bar Attorney Referral Service at (727) 461-4880; the St. Petersburg Bar Association Lawyer Referral Service at <https://www.stpetebar.com/page/findanatty>; or the Florida Bar Attorney Referral Service at (800) 342-8011.

NOTIFICACION DE DESALOJO/RESIDENCIAL

A DEMANDADO(S)

SIRVASE LEER CON CUIDADO

Usted esta siendo demandado por **DEMANDANTE** para exigirle que desaloje el lugar donde reside por los motivos que se expresan en la demanda adjunta.

Usted tiene derecho a ser sometido a juicio para determinar si se le puede exigir que se mude, pero ES NECESARIO que haga TODO lo que se le pide a continuacion en un plazo de **5 DIAS** (no incluidos los sabados, domingos, ni dias feriados) a partir de la fecha en que estos documentos se le entregaron a usted o a una persona que vive con usted, o se colocaron en su casa.

USTED DEBERA HACER LO SIGUIENTE:

(1) Escribir el (los) motivo(s) por el (los) cual(es) cree que no se le debe obligar a mudarse. El (Los) motivo(s) debera(n) entregarse por escrito al secretario del tribunal a: **PINELLAS COUNTY CLERK OF THE CIRCUIT COURT, 315 Court Street, Room 170, Clearwater, Florida 33756.**

(2) Enviar por correo o darle su(s) motivo(s) por escrito a:

Demandante/Abogado del Demandante

(3) Pagarle al secretario del tribunal el monto del alquiler que la demanda adjunta reclama como adeudado, asi como cualquier alquiler pagadero hasta que concluya el litigio. Si usted considera que el monto reclamado en la demanda es incorrecto, debera presentarle al secretario del tribunal una mocion para que el tribunal determine el monto que deba pagarse. Si usted presenta una mocion, debera adjuntarle a esta cualesquiera documentos que respalden su posicion, y enviar por correo o entregar una copia de la misma al demandante/abogado del demandante. **El dinero depositado en el registro de la corte debe ser en efectivo, cheque de caja o giro postal. Además del dinero depositado, se debe pagar una tarifa de secretario del 3% sobre los primeros \$ 500,00 y del 1,5% sobre cada \$ 100,00 subsiguientes.**

(4) Si usted presenta una mocion para que el tribunal determine el monto del alquiler que deba pagarse al secretario del tribunal, debera comunicarse de inmediato con la oficina del juez al que se le haya asignado el caso para que programe una audiencia con el fin de determinar el monto que deba pagarse al secretario del tribunal mientras el litigio este pendiente.

SI USTED NO LLEVA A CABO LAS ACCIONES QUE SE ESPECIFICAN ANTERIORMENTE EN UN PLAZO DE 5 DIAS LABORABLES A PARTIR DE LA FECHA EN QUE ESTOS DOCUMENTOS SE LE ENTREGARON A USTED O A UNA PERSONA QUE VIVE CON USTED, O SE COLOQUEN EN SU CASA, SE LE PODRA DESALOJAR SIN NECESIDAD DE CELEBRAR UNA AUDIENCIA NI CURSARSELE OTRO AVISO

(5) Si la demanda adjunta tambien incluye una reclamacion por danos y perjuicios pecunarios (tales como el incumplimiento de pago del alquiler), usted debera responder a dicha reclamacion por separado. Debera exponer por escrito los motivos por los cuales considera que usted no debe la suma reclamada, y entregarlos al secretario del tribunal en la direccion que se especifica en el parrafo (1) anterior, asi como enviar por correo o entregar una copia de los mismos al demandante/abogado del demandante en la direccion que se especifica en el parrafo (2) anterior. Esto debera llevarse a cabo en un plazo de 20 dias a partir de la fecha en que estos documentos se le entregaron a usted o a una persona que vive con usted. Esta obligacion es aparte del requisito de responder a la demanda de desalojo en un plazo de 5 dias a partir de la fecha en que estos documentos se le entregaron a usted o a una persona que vive con usted, o se coloquen en su casa.

Si usted es una persona minusválida que necesita algún acomodamiento para poder participar en este procedimiento, usted tiene derecho, sin tener gastos propios, a que se le provea cierta ayuda. Tenga la amabilidad de ponerse en contacto con

Pinellas County Office of Human Rights

400 S. Ft. Harrison Ave., Ste. 500

Clearwater, FL 33756

Phone: 727.464.4062 V/TDD

O 711 para personas con discapacidad del oído o de la voz

por lo menos 7 días antes de la cita fijada para su comparecencia en los tribunales, o inmediatamente después de recibir esta notificación si el tiempo antes de la comparecencia que se ha programado es menos de 7 días; si usted tiene discapacitación del oído o de la voz, llame al 711.

CITATION D'EVICITION/RESIDENTIELLE

A DEFENDEUR (S)

LISEZ ATTENTIVEMENT

Vous etes poursuivi par **PLAIGNANT** pour exiger que vous evacuez les lieux de votre residence pour les raisons enumerees dans la plainte ci-dessous.

Vous avez droit a un proces pour determiner si vous devez demenager, mais vous devez, au prealable, suivre les instructions enumerees ci-dessous, pendant les **5 JOURS** (non compris le samedi, le dimanche, ou un jour ferie) a partir de la date ou ces documents ont ete donnes a vous ou a la personne vivant avec vous, ou ont ete affichees a votre residence.

LISTE DES INSTRUCTIONS A SUIVRE:

(1) Enumerer par ecrit les raisons pour lesquelles vous pensez ne pas avoir a demenager. Elles doivent etre remises au clerk du tribunal a: **PINELLAS COUNTY CLERK OF THE CIRCUIT COURT, 315 Court Street, Room 170, Clearwater, Florida 33756.**

(2) Envoyer ou donner une copie au:

Plaignant/Avocat du Plaignant

(3) Payer au clerc du tribunal le montant des loyers dus comme établi dans la plainte et le montant des loyers dus jusqu'à la fin du procès. Si vous pensez que le montant établi dans la plainte est incorrect, vous devez présenter au clerc du tribunal une demande en justice pour déterminer la somme à payer. Pour cela vous devez attacher à la demande tous les documents soutenant votre position et faire parvenir une copie de la demande au plaignant/avocat du plaignant. **Lajan depoze nan rejis la nan tribinal la dwe nan fòm lan nan lajan kach, chèk kesye a, oswa lòd lajan. Yon frè grefye a 3% sou premye \$ 500.00 a, ak 1.5% sou chak \$ 100.00 ki vin apre yo dwe peye nan adisyon a lajan yo depoze.**

(4) Si vous faites une demande en justice pour déterminer la somme à payer au clerc du tribunal, vous devrez immédiatement prévenir le bureau de juge qui présidera au procès pour fixer la date de l'audience qui décidera quelle somme doit être payée au clerc du tribunal pendant que le procès est en cours.

SI VOUS NE SUIVEZ PAS CES INSTRUCTIONS A LA LETTRE DANS LES 5 JOURS QUE SUIVENT LA DATE OU CES DOCUMENTS ONT ÉTÉ REMIS A VOUS OU A LA Florida Rules of Civil Procedure February 2, 2021 190 PERSONNE HABITANT AVEC VOUS, OU ONT ÉTÉ AFFICHES A VOTRE RESIDENCE, VOUS POUVEZ ÊTRE EXPULSES SANS AUDIENCE OU SANS AVIS PREALABLE

(5) Si la plainte ci-dessus contient une demande pour dommages pécuniaires, tels des loyers arriérés, vous devez y répondre séparément. Vous devez énumérer par écrit les raisons pour lesquelles vous estimez ne pas devoir le montant demandé. Ces raisons écrites doivent être données au clerc du tribunal à l'adresse spécifiée dans le paragraphe (1) et une copie de ces raisons donnée ou envoyée au plaignant/avocat du plaignant à l'adresse spécifiée dans le paragraphe (2). Cela doit être fait dans les 20 jours suivant la date où ces documents ont été présentés à vous ou à la personne habitant avec vous. Cette obligation ne fait pas partie des instructions à suivre en réponse au procès d'éviction dans les 5 jours suivant la date où ces documents ont été présentés à vous ou à la personne habitant avec vous, ou affichés à votre résidence.

Si ou se yon moun ki enfim ki bezwen akomodasyon pou w kab patisipe nan pwosedi sa a, ou gen dwa, san ou pa bezwen peye okenn lajan, pou w jwenn yon sèten èd. Tanpri kontakte [identify applicable court personnel by name], Kòdonatris pwogram Lwa Ameriken pou Moun ki Enfim yo nan

Pinellas County Office of Human Rights

400 S. Ft. Harrison Ave., Ste. 500

Clearwater, FL 33756

Phone: 727.464.4062 V/TDD

Ou 711 si ou gen pwoblèm pou w tande byen oswa pou w pale klè

fè sa omwen 7 jou anvan dat ou gen randevou pou parèt nan Tribinal la, oswa fè sa imedyatman apre ou fin resevwa konvokasyon an si dat ou gen pou w

parèt nan tribinal la mwens pase 7 jou; si ou gen pwoblèm pou w tande byen oswa pou w pale klè, rele 711.

IN THE COUNTY COURT, IN AND FOR
PINELLAS COUNTY, FLORIDA

[insert name of Landlord]

CASE NO. _____

Plaintiff,

vs.

NONMILITARY AFFIDAVIT

[insert name of Tenant]

Defendant. /

On this day personally appeared before me, the undersigned authority, _____, who, after being first duly sworn, says:

Defendant, _____, is known by Affiant not to be in the military service or any governmental agency or branch subject to the provisions of the Soldiers' and Sailors' Civil Relief Act.

DATED: _____

Signature of Affiant

Name: _____

Address: _____

Telephone No. _____

Sworn and subscribed before me on _____ [date], by _____ [name], who ☐ is personally known to me ☐ produced _____ [document] as identification and who took an oath.

NOTARY PUBLIC-STATE OF FLORIDA

Name: _____

Commission No. _____

My Commission Expires: _____

I CERTIFY that I ☐ mailed, ☐ faxed and mailed, or ☐ hand delivered a copy of this motion and attached affidavit to the Defendant at _____

[insert address at which Tenant was served and fax number if sent by fax].

Name _____

Address _____

Fax No. _____

Approved for use under rule 10-2.1(a) of
the Rules Regulating The Florida Bar

The Florida Bar 2010

This form was completed
with the assistance of:

Name: _____

Address: _____

Telephone Number: _____

**IN THE COUNTY COURT, IN AND FOR
PINELLAS COUNTY, FLORIDA**

CASE NO.: _____

_____,
(Insert name of Landlord)

Plaintiff,

vs.

**MOTION FOR CLERK'S DEFAULT--
RESIDENTIAL EVICTION**

_____,
(Insert name of Tenant)

Defendant.

_____/

Plaintiff asks the clerk to enter a default against _____, Defendant,
for failing to respond as required by law to plaintiff's complaint for residential eviction.

Signature _____

Name _____

Address _____

Telephone Number _____

DEFAULT ----- RESIDENTIAL EVICTION

A default is entered in this action against the Defendant for eviction for failure to respond as required
by law.

DATE: _____

CLERK OF THE COURT

By: _____

Deputy Clerk

cc: _____

(Insert name of Landlord)

(Insert name and address of Tenant)

Approved for use under rule 10-2.1(a) of
The Rules Regulating The Florida Bar

The Florida Bar 2010

This form was completed
with the assistance of:

Name:

Address:

Telephone Number:

IN THE COUNTY COURT IN AND FOR PINELLAS COUNTY, FLORIDA
CIVIL DIVISION

_____,
(Insert name of Landlord)

Plaintiff,

vs.

(Insert name of Tenant)

Defendant,

CASE NO. _____

DIVISION: _____

MOTION FOR COURT DEFAULT

Plaintiff moves for entry of a default by the Court because the Defendant _____
_____ failed to place the rent money into the Registry of the Court
as required by law.

Signature _____

Landlord/Plaintiff

DEFAULT

A default is entered in this action against the Defendant, _____ ,
named in foregoing Motion for failure to deposit the rent money into the Registry of the Court as required
by law.

DONE AND ORDERED in Pinellas County, Florida this ____ day of _____,

County Judge

**IN THE COUNTY COURT, IN AND FOR
PINELLAS COUNTY, FLORIDA**

CASE NO.: _____
(insert case number assigned
by Clerk of the Court)

_____,
(Insert name of Landlord)
Plaintiff,
vs.

**MOTION FOR DEFAULT FINAL
JUDGMENT-RESIDENTIAL EVICTION**

(Insert name of Tenant)
Defendant.
_____ /

Plaintiff asks the court to enter a Default Final Judgment against _____
[name]
Defendant, for residential eviction and says:

1. Plaintiff filed a complaint alleging grounds for residential eviction of Defendant.
2. A Default was entered by the Clerk of this Court on _____
[date]

WHEREFORE, Plaintiff asks this Court to enter a Final Judgment For Residential Eviction
against Defendant.

Signature _____
Name _____
Address _____

Telephone Number _____

cc: _____
(Insert name and address of Tenant)

**IN THE COUNTY COURT OF THE SIXTH JUDICIAL CIRCUIT
IN AND FOR PINELLAS COUNTY, FLORIDA**

Reference No: _____ UCN: 5220 CC _____ XXCOCO

Plaintiff(s)
vs.

Defendant(s)

**MOTION TO SET CAUSE FOR NON-JURY TRIAL
FINAL JUDGMENT RESIDENTIAL EVICTION**

Plaintiff(s) asks the court to set the above-styled cause for a non-jury trial on the Final Judgment for Residential Eviction.

Date: _____

Signature of Plaintiff(s)
Print Name: _____
Address: _____
City, State, Zip: _____
Telephone No: _____

**ORDER SETTING CAUSE FOR NON-JURY TRIAL
FINAL JUDGMENT RESIDENTIAL EVICTION**

The Court having reviewed the file and pleadings therein and being otherwise fully advised in the premises, it is therefore

ORDERED AND ADJUDGED that the non-jury trial on the Final Judgment for Residential Eviction is set for a hearing before Judge _____ on {date} _____, at {time} _____, in Room _____ of the Pinellas County Courthouse located at:

_____ hour(s)/ _____ minutes have been reserved for this hearing.

DONE AND ORDERED in Pinellas County, Florida on the _____ day of _____, 20_____.

cc:
Plaintiff(s) _____
Address _____
City, State, Zip _____

Defendant(s) _____
Address _____
City, State, Zip _____

COUNTY COURT JUDGE

If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact the Human Rights Office, 400 S. Ft. Harrison Ave., Ste. 300, Clearwater, FL 33756, (727)464-4062 (V/TDD) at least 7 days before your scheduled court appearance, or immediately upon receiving this notification if the time before the scheduled appearance is less than 7 days; if you are hearing or voice impaired, call 711.

IN THE COUNTY COURT, IN AND FOR

PINELLAS

(insert county in which rental property is located)
COUNTY, FLORIDA

CASE NO.: _____
(insert case number assigned
by Clerk of the Court)

_____,
(Insert name of Landlord)

Plaintiff,

vs.

FINAL JUDGMENT - EVICTION

_____,
(Insert name of Tenant)

Defendant.

_____ /

THIS ACTION came before the Court upon Plaintiffs Complaint for eviction. On the evidence presented, it is

ADJUDGED that Plaintiff, _____, recover from Defendant,
(insert Landlord's name)

_____ possession of the real property described as follows:
(insert Tenant's name)

(insert legal or street description of rental premises including, if applicable, unit number)
and \$ _____ as court costs, for WHICH LETS WRITS OF POSSESSION AND EXECUTIONS
NOW ISSUE.

ORDERED in _____,
(insert city in which court is located) (insert county in which court is located)

COUNTY, FLORIDA on _____, 20 ____ .

(County/Circuit) Judge

cc: _____
(Insert name of Landlord)

(Insert name of Tenant)

Approved for use under rule 10-1.1(b) of
the Rules Regulating The Florida Bar

The Florida Bar 2010

This form was completed
with assistance of:
Name:
Address:
Telephone Number:

**IN THE COUNTY COURT OF THE SIXTH JUDICIAL CIRCUIT
IN AND FOR PINELLAS COUNTY, FLORIDA**

Case no. _____

Plaintiff

Vs.

Defendant(s)

WRIT OF POSSESSION

THE STATE OF FLORIDA:

TO ALL AND SINGULAR THE SHERIFFS OF THE STATE:

YOU ARE COMMANDED to remove Defendant(s) _____
from the following property in Pinellas County, Florida AFTER A 24 HOUR NOTICE HAS BEEN
CONSPICUOUSLY POSTED ON THE PREMISES:

and to put _____
in full possession thereof.

WITNESS my hand and seal of the Court on _____ day of _____, 20____.

KEN BURKE, CPA

Pinellas County Clerk of the Circuit Court
315 Court Street, Room 170
Clearwater, FL 33756

By: _____

Deputy Clerk

(SEAL)

Plaintiff(s) – or – Attorney(s) Name and Address:

Phone #: _____

**IN THE COUNTY COURT OF THE SIXTH JUDICIAL CIRCUIT
IN AND FOR PINELLAS COUNTY, FLORIDA**

Reference No: _____

Plaintiff(s)

vs.

Defendant(s)

MOTION TO DISBURSE FUNDS FROM REGISTRY OF THE COURT

Plaintiff(s) asks the Court to direct the Clerk to disburse all the funds being held in the Registry of the Court.

Date: _____

Signature of Plaintiff(s)

Print Name: _____

Address: _____

City, State, Zip: _____

Telephone No: _____

ORDER TO DISBURSE FUNDS FROM REGISTRY OF THE COURT

The Court having reviewed the file and pleadings therein and being otherwise fully advised in the premises, it is therefore

ORDERED AND ADJUDGED that the Clerk of the Court is hereby directed to disburse all the funds held in the Registry of the Court to the Plaintiff.

DONE AND ORDERED in Pinellas County, Florida on the _____ day of _____, 20____.

COUNTY COURT JUDGE

cc:

Plaintiff(s) _____

Address _____

City, State, Zip _____

Defendant(s) _____

Address _____

City, State, Zip _____

**IN THE CIRCUIT COURT OF THE 6TH JUDICIAL CIRCUIT,
IN AND FOR PINELLAS COUNTY, FLORIDA**

Reference No: _____

Plaintiff(s)

vs.

Defendant(s)

DISCLOSURE FROM NONLAWYER

_____ told me that he/she is a nonlawyer and may not give me legal advice, cannot tell me what my rights or remedies are, cannot tell me how to testify in court, and cannot represent me in court.

_____ told me that he/she may only type the factual information provided by me in writing into the blanks on the form. Except for typing, _____ may not tell me what to put in the form and may not complete the form for me. However, if using a form approved by the Supreme Court of Florida, _____ may ask me factual questions to fill in the blanks on the form and may tell me how to file the form.

(Choose **one** only)

_____ I can read English.

_____ I cannot read English, but this disclosure was read to me by _____ in {language} _____ which I understand.

Dated: _____

Signature of Party

Signature of **NONLAWYER**

Printed Name: _____

Name of Business: _____

Address: _____

**IN THE COUNTY COURT OF THE SIXTH JUDICIAL CIRCUIT
IN AND FOR PINELLAS COUNTY, FLORIDA**

Reference No: _____

Plaintiff(s)

vs.

Defendant(s)

NOTICE OF VOLUNTARY DISMISSAL

Plaintiff(s), _____, in the above styled cause hereby submit this Notice of Voluntary Dismissal as this cause has been settled between parties.

I certify that a copy of this document was [☒ **one** only] ☐ mailed ☐ faxed and mailed ☐ hand delivered to the person(s) listed below on the _____ day of _____, 20____.

Defendant(s): _____

Address: _____

City, State, Zip: _____

Dated: _____

Signature of Plaintiff(s)

Print Name: _____

Address: _____

City, State, Zip: _____

Telephone No: _____

Tenant's name and address:

Dear _____,
(Tenant's Name)

This is a notice of my intention to impose a claim for damages in the amount of \$ _____
(insert amount of damages)
upon your security deposit due to _____
_____.
(insert damages do premises or other reason for claiming security deposit)

This notice is sent to you as required by §83.49(3), Florida Statutes. You are hereby notified that you must object in writing to this deduction from your security deposit within 15 days from the time you receive this notice or I will be authorized to deduct my claim from your security deposit. Your objection must be sent to _____
(insert landlord's address)

Landlord's name: _____
Address: _____
City, State, Zip: _____
Telephone Number: _____

Approved for use under rule 10-2.1(a) of
the Rules Regulating The Florida Bar

The Florida Bar 2010

This form was completed with the assistance of:
Name: _____
Address: _____
City, State, Zip: _____
Telephone number: _____